

Report for Week Ending 12 September 1956
from
FORMS MANAGEMENT BRANCH

General Information

- 25X1A9a 1. Functional Forms File [REDACTED] - Many of the forms missing from the file have now been obtained, including those from the Department of Defense. Requests have been made to various offices for other forms and it should only be a short time before this project is completed.
2. Listing of Forms under the Old Numbering System [REDACTED] - Replies 25X1A9a to memoranda sent to various offices requesting the current status of 327 unredesignated forms have so far resulted in obsoleting 60, redesignating 51 and showing that 51 are still active.

Pending Projects

- 25X1A9a DD/S Area
- 25X1A9a 1. Forms Contract [REDACTED] - Evaluation of bids received from manufacturers is presently continuing and is about completed. It is currently anticipated that Mr. [REDACTED] of the Logistics Office will award the contract to the satisfactory bidder on Friday of this week
- 25X1A9a 2. Revision of "Personal History Statement" and the new "Periodic Supplement - Personal History Statement", Form Nos. 444 and 444b respectively [REDACTED] - The status of these two forms is substantially the same as last week. Both forms are still in the Office of Personnel getting final coordination prior to printing.

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	1	-	3	-	4	8,000
Revision	2	2	3	1	8	42,000
Reprint	2	1	9	2	14	72,700
Total	5	3	15	3	26	152,700

Redesignated - 2
Obsolete - 33

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	1	-	24	1	26
Revision	-	2	4	4	10
Reprint	3	1	1	3	8
Total	4	3	29	8	44

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